

<b>Title:</b> TEST ENGINEERING AND EVALUATION DIVISION QUALITY MANUAL  DIVISION PROCESS CONTROL	<b>Section:</b> Nine	<b>Revision No.:</b> OD	<b>Effective Date:</b> 31 JAN 97
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## SECTION 9 DIVISION PROCESS CONTROL

1. General Policy. Production and other processes/operations are planned and documented. Personnel performing complex or critical operations are provided with work instructions and, when applicable, workmanship criteria. Special processes are controlled and are performed in accordance with written procedures. Production and test equipment is inspected and maintained to ensure they meet Division process requirements. Production areas are regularly cleaned to ensure they provide an environment suitable to quality production and working.
  
2. Production/Repair/Overhaul Plan. The production/repair/overhaul plan is specified on a traveling work order prepared by the designated branch Point of Contact (POC), usually the program manager or project engineer. The traveling work order lists all production, repair/overhaul and inspection operations necessary to manufacture, repair, overhaul and verify Division products. Procedure SOP D65-09-01, Division Process Control, provides instructions for establishment and use of the travelingwork order.
  
3. Work Instructions. For complex and/or critical production/repair/overhaul operations and processes, production personnel are provided detailed work instructions. Work instructions are prepared by, reviewed, and issued by the responsible branch head or designated branch POC (i.e program manager or project engineer). The criteria used for evaluating when work instructions are needed along with the rules for issuing and controlling them, are identified in Procedure SOP D65-09-01, Division Process Control.
  
4. Process Control and Monitoring. The quality of production/repair/overhaul processes is directly proportional to the quality of written process procedures, operator training and/or certification, required equipment calibration and maintenance, and continuous process monitoring and statistical analysis. The Division staff function or branch heads are responsible for selecting appropriate process control methods for their particular processes. Simple and verifiable processes do not require formal control. Special processes (the results of which cannot be verified) are always controlled, using one or several methods listed below:
  - a. Written process procedures
  - b. Operator training and/or certification
  - c. Process equipment qualification
  - d. Qualification of process results
  - e. Continuous process monitoring and statistical analysis

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The Quality Assurance (QA) Manager identifies and certifies special processes. Specific tasks are contained in Procedure SOP D65-09-01.

5. Production/Repair/Overhaul Equipment and Environment. Production/repair/overhaul equipment and machines are regularly maintained and calibrated, if required, following the schedules and recommendations provided by their manufacturers. Performance and accuracy of the equipment is continuously monitored. Suitable production/repair/overhaul environment are maintained by ensuring both timely and proper maintenance of buildings and equipment, and by regular cleaning and clearing of production areas.

6. Cleaning of Parts in Division Cleaning Rooms. All parts, circuit boards, modules, subassemblies, assemblies, and other hardware received by the Division are cleaned in accordance with Procedure D65-09-02, Cleaning of Parts in Division Cleaning Rooms. Strict adherence to this procedure is mandatory to ensure compliance with safety and bioenvironmental laws and regulations. Use of toxic solvents in Division cleaning rooms is strictly forbidden.